

SUPERVISOR TRAINING AGREEMENT (v. June 2024)

These are the minimum training component requirements for all supervisors participating in a CPP Learning Collaborative. Those who complete these requirements will be invited to be on the CPP roster.

CPP Learning Collaborative Components

Component 1: Participate in initial core CPP Didactic Training

I understand that

- I am expected to participate in all content hours of the core CPP didactic training, minimum 18 content hours.
 - ❖ We encourage all therapists to work with their supervisors and colleagues to address client related issues in their absence in the same way as vacation scheduling.
- I am responsible for monitoring each of my supervisee's adherence to the bullets above and ensuring that they complete any needed make-up activities

What happens if any portion of LS1 is missed?

- If I have an emergency (medical, court proceeding, etc), I will contact the CPP trainer immediately
- If I miss LS1 for my cohort, my training time and work with families will not count towards rostering until I complete that learning session.
- If I miss more than 15 minutes of any portion of LS1, I am responsible for documenting which sections (hours/days) of the agenda I miss then sharing this with the trainer. The CPP training team will also be tracking attendance.
- I will need to make up all the missed content.
- There may be an additional cost that I may be responsible for in order to complete make-up training.
- I am also responsible for informing the CPP trainer if one of my supervisees has an emergency.

Component 2: Read the CPP manual

I understand that I am:

- Required to read the CPP manual: *Lieberman, A.F., Ghosh Ippen, C., & Van Horn, P. (2016). Don't Hit My Mommy: A Manual for Child-Parent Psychotherapy with Young Children Exposed to Violence and Other Trauma, Second Edition. Washington, DC: Zero to Three*
- Responsible for ensuring that my supervisees have read the manual
- Strongly recommended to read: *Lieberman, A.F. & Van Horn, P. (2008). Psychotherapy with Infants and Young Children: Repairing the Effects of Stress and Trauma on Early Attachment. New York: The Guilford Press.*

Component 3: Provide CPP to children under age 6 who have experienced at least one traumatic event

I understand that I am expected to:

- Work with a minimum of 2 cases (see box below for exceptions)
 - ❖ At least 1 of the two cases must have started at the beginning and included a full foundational phase
 - ❖ Both of those 2 cases must have included dyadic sessions following the session where the child was introduced to CPP using the CPP Triangle
 - ❖ Both of those 2 cases must be treated for at least 16 sessions
 - ❖ Both of those 2 cases must involve a child under age 6 who experienced at least one traumatic event (may include separation from a primary caregiver)

What happens if my cases don't meet the minimum requirements?

Possible exceptions:

1 of the 2 cases may involve either:

- ❖ A pregnant mother or a baby under 18 months of age, where the caregiver's experience of trauma or other mental health conditions (e.g. depression) is the primary reason for referral; or
- ❖ A child who has experienced a trauma but is age 6 at referral. On occasion a trainer may grant an exception if a child is under 8 but has significant developmental delays.

- Complete all casework within 3 years of finishing the 18 month LC.

Considerations for completing case requirements after completing the 18 month LC?

Note: Case requirements may be completed after an LC has ended provided:

- ❖ The supervisor treated at least one case for at least 16 sessions during the LC,
 - ❖ The supervisor completed all other components of the LC, and
 - ❖ The supervisor continues to receive CPP reflective supervision (minimum twice monthly), ideally at their agency with a supervisor or peer who has been trained in CPP until this requirement is completed
- I also understand that as a supervisor, I am responsible for monitoring each supervisee's progress when any of these exceptions have been approved.

- I am responsible for monitoring each of my supervisee's adherence to all case requirement bullets above

Component 4a: Offer reflective CPP supervision

I understand that:

- I am responsible for offering reflective CPP supervision to my supervisees with CPP cases for
 - ❖ 1hr once per week for individual supervision or
 - ❖ Group supervision long enough and frequent enough to allow each member to deeply share their work at least 2x per month; for example:
 - 2-3 people for 1.5 hours, 2x per month
 - 4-5 people for 2 hours 2x per month
 - 3-5 people for 1 hour 4x per month
- I am responsible for providing reflective CPP supervision for a minimum of 2x per month, when weekly can not occur.
- When I offer CPP reflective supervision it should be distinct from administrative documentation supervision.

We honor exceptions to this due to vacations and holidays.

Component 4b: Receive reflective supervision

I understand that:

- In optimal circumstances, I will also receive reflective supervision from a CPP trained supervisor
- When there is no CPP trained supervisor available, I am responsible for coordinating my own reflective peer consultation.
- My participation in reflection supervision/consultation for my CPP cases should occur:
 - ❖ 1hr once per week if it is individual or
 - ❖ 1.5hr if it is group supervision/consultation of 2-3 peers;
- I should meet for a minimum of 2x per month when it can not occur weekly

Component 5: Participate in CPP consult calls

I understand that:

- I am expected to fully attend a minimum of 23 consult calls during the 18-month LC
 - ❖ If I miss more than 15 minutes of a call, that call will not count towards this total.
 - ❖ If I am actively engaging in another activity that limits my ability to participate fully (e.g. running errands, driving) that call will not count towards this total
- It is beneficial to the call group when my camera is on for the majority of the call.
- I am responsible for monitoring each of my supervisee's adherence to all of the bullets above

What happens if a minimum of 23 calls are not attended during the 18 month period?

- Consultants will make every effort to provide at least 33 calls in the 18 month period
- If a therapist is out on leave and cannot attend 23 calls, the therapist, supervisor, and consultant will make a completion plan
 - ❖ If the system or agency has continued training, the therapist typically joins the next call group
 - ❖ In some instances, the therapist may be able to participate in an external consultation call after the LC ends

Note: There may be a cost to participate in external calls.

Component 6: Case Presentation

I understand that I am expected to:

- Present at least two times on 2 different cases either during a CPP consultation calls or Learning Session 2 or Learning Session 3:
 - ❖ Present on active CPP cases, the case should clearly be at least in the Foundational Phase according to Foundational Phase Procedural Fidelity
 - ❖ The presentation should demonstrate clear evidence that there is a shared CPP framework between therapist and caregiver(s) that is relational and links experiences to current functioning of the child.
 - ❖ Present on at least 1 case that is in the Core or Closing Phase of CPP
 - ❖ If a therapist is unable to present on 2 different cases, when the therapist presents the 2nd time on the same case, the case should be significantly further into Core Intervention phase (more than 16 sessions in Core Intervention) or Closing phase.
- Share my CPP Case Presentation Template and clinical material
 - ❖ A case presentation will be considered incomplete, when submitted *without* clinical material such as a video/audio clip or process note/recording
 - ❖ Process recordings can be of assessment sessions; in such instances, we will think together about ports of entry during this phase.
- I understand that it is *preferable* that I participate in consult calls when my licensed providers present.
- I understand that if I supervise unlicensed providers in training, as their supervisor, I **must** be present on the calls when they present.

What happens if someone doesn't present at least twice?

Time permitting, therapists will be given an additional opportunity to present a case with a process note/recording.

Component 7a: Participate in Intensive CPP Competency Building Workshops (LS2)

- 12 content hours minimum, that are typically held 6 months after LS1
 - I understand that I am expected to fully participate in all content hours of LS2
 - I understand that I am expected to not schedule any conflicting appointments during the training hours (including the lunch hour as agendas may change)

Component 7b: Participate in Intensive CPP Competency Building Workshops (LS3)

- 12 content hours minimum, that are typically held 6 months after LS2
 - I understand that I am expected to fully participate in all content hours of LS3 and not schedule any conflicting appointments during the training hours (including the lunch hour as agendas may change)
 - I also understand that as a supervisor, I am responsible for monitoring each of my supervisee's adherence to all of the bullets above for LS2 & LS3

What happens if I miss a day or a portion of LS2 or LS3?

- If I miss any portion of LS2 or LS3, and I wish to be rostered, my trainer will attempt to connect me with opportunities to make-up the training time.
 - ❖ I understand that this is not guaranteed.
- I understand that if I miss any portion of LS2 or LS3, my supervisor and I are responsible for documenting which sections (hours/days) of the agenda. We will share this with the trainer. The CPP training team will also be tracking attendance.
 - ❖ I understand that I am responsible for tracking the attendance of my supervisees.
- I understand that I will need to make up all missed content, according to the timeline outlined by the CPP trainer.
- I understand that there may be an additional cost that I may be responsible for in order to make-up training time.
 - ❖ Additionally, I may have to travel to a makeup session should a virtual session not be available.
- EMERGENCY ABSENCES:** If I have an emergency (medical, court proceeding, etc), I will inform the CPP trainer immediately.
 - ❖ I understand that I am also responsible for informing the CPP trainer when one of my supervisees has an emergency that will affect their attendance.

Component 8: Fidelity Monitoring (see below)

Fidelity requirements vary by cohort due to the current lack of a CPP data system to allow for consistent entry of fidelity data. Your trainer will tell you the requirements for your cohort.

I understand that I am expected to:

- Complete fidelity forms for each of my 2 cases (Ideally one high challenge and one low challenge case)
 - ❖ If a "fidelity case" terminates prior to completing 16 sessions (excluding Foundational Phase), I will begin fidelity monitoring with another case
 - ❖ I will review fidelity forms in reflective peer consultation group
- Complete the CPP supervision Fidelity form, ask my supervisees to complete it, and discuss CPP supervision with them using the form as a guide.
- Complete a consultation fidelity form as scheduled by the CPP trainer
- I also understand that as a supervisor, I am responsible for monitoring each of my supervisee's adherence to all of the bullets above

Note: If consultants have serious concerns with CPP fidelity (e.g. not able to meet procedural fidelity, serious challenges conducting dyadic treatment, concerns with the way safety is addressed), they will discuss concerns with me and/or an agency administrator. Significant breaches in fidelity that are not addressed may prevent rostering. I also understand that as a supervisor, I am responsible for monitoring each of my supervisee's adherence to CPP fidelity.

I understand that:

- If I do not complete the minimum requirements, I will not complete the course, and
- I will not be included on the CPP roster.

Educational and Licensure Requirements

I understand that at the start of training, I must be a Master's or doctoral level psychotherapist with a degree and license in a mental health discipline.

Note:

This training is not considered intensive enough for students (e.g. practicum students nor psychology interns) to learn the model.

Unlicensed master's and doctoral level staff are eligible for participation on the roster only if:

- There is a licensed agency staff member who supervises that team member and participates in the LC for the duration of the training
OR
- There is a licensed agency supervisor already trained in CPP who supervises that team member.

All training sessions, learning sessions, and consult calls must be conducted by either endorsed CPP trainers or approved CPP apprentice trainers.

Upon completion of all minimum training requirements along with educational and licensure requirements, you will receive a certificate of completion, and you will be invited to the International Child-Parent Psychotherapy roster.

By signing here, you acknowledge that you understand and agree to comply with the minimum requirements for completing an implementation-level course in Child-Parent Psychotherapy.

Therapist name (please print)

Therapist Signature & Date

Agency name (please print)